

CONFIDENTIAL

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120085-1

REPORTS INVENTORY						CONTROL NO. DDS/OL/SD 27 XXXXXXXXXX	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Stock Transaction Report						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly				6. DISTRIBUTION (No. of components not number of copies)	
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Supply Division Instruction 45-59		
10. PREPARING COMPONENT (include lowest level contributing information to report) [] / Supply Control				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) N/A			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-8	\$4.31		1		\$4.31		52 \$224.12
WG-9	4.19		1		4.19		52 217.88
GS-5	3.15		2		6.30		52 327.60
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR \$769.60							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To report to Headquarters total line items and dollar value of monthly stock transactions.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 22 September 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION

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